



FOR OFFICE USE ONLY

Case No.: _____

Date Submitted: _____

PUBLIC IMPROVEMENT PERMIT (PIP) APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

- ☐ \$150 PIP permit application and review fee
- Attach 4 copies of a facility layout plan, which may include the following:**
- ☐ Location, identification, and dimensions of ROW and pavement edge/curb)
- ☐ Location of all proposed improvements
- ☐ Location of all public utilities (existing) - dimensioned from right-of-way or back of curb, material, size
- If applicable, the facility layout plan must include the following (these may be drawn on separate sheets):**
- ☐ A signage plan - include dimensions of sign(s), location from back of curb, materials, elevation drawing
- ☐ Drainage and/or erosion control plan
- ☐ Proposed waterway alterations with supporting drainage report
- ☐ Landscape plan showing the location and type of plantings (existing and proposed, both common names and scientific)
- ☐ The cost estimate for relocating any public facilities associated with the work
- ☐ An electrical plan
- ☐ Irrigation/Plumbing plan (must be sealed)
- ☐ A Structural plan showing details with anchoring, attachment, and material description (must be sealed)
- ☐ Private utility, plan-dimensioned from right-of-way or back of curb, material, size
- Attach one copy of the following:**
- ☐ Indemnity agreements from abutting fee owners

APPLICANT/PROJECT MANAGER'S INFORMATION (Party responsible for completion of all work associated with the project):

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

PARTY RESPONSIBLE FOR MAINTENANCE (if party is a group, please provide information for contact person):

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

IDENTIFY THE FOLLOWING:

The total valuation of the work: \$ _____

The total valuation of the signage: \$ _____

Estimated cost of future relocation of improvements: \$ _____

The total square footage of the site: _____

The total linear feet of water lines crossing under paved road: _____

IDENTIFY THE TYPE OF WORK TO BE PERFORMED:

<input type="checkbox"/>	Awning	Structural Contractor:
<input type="checkbox"/>	Benches	Number of Benches
<input type="checkbox"/>	Bike racks	Number of Bike Racks:
<input type="checkbox"/>	Cafe	*Structural Contractor:
<input type="checkbox"/>	Canopy	*Structural Contractor:
<input type="checkbox"/>	Demolition	Structural Contractor:
<input type="checkbox"/>	Electrical	Master Electrician:
<input type="checkbox"/>	Facade	Structural Contractor:
<input type="checkbox"/>	Irrigation system	State Licensed Irrigator:
<input type="checkbox"/>	Landscaping	*Landscape Architect/Company:
<input type="checkbox"/>	Masonry fence	*Structural Contractor:
<input type="checkbox"/>	Sign(s)	*Sign Contractor:
<input type="checkbox"/>	Waterway Alterations	Design Engineer:
<input type="checkbox"/>	Wood fence	*Structural Contractor:
<input type="checkbox"/>	Other (please describe):	Identify party to perform this work:

**The starred items may not require that structural contractors, sign contractors, or landscapers perform the work - contact applicable City Departments for determination*

I hereby verify that the information contained in this application is true and complete, to the best of my knowledge. I understand that the City has the authority to inspect the work to be conducted within the public right-of-way at any time. I also understand that this permit may be revoked at any time at the discretion of the City Officials.

Applicant's signature

Date applied

Conditions of Approval: _____

Authorization of City Engineer

Date approved